



ARCHITECTURAL COMMITTEE MEETING NOTICE

Dear Villa Balboa Homeowners,

Please note that beginning in June 2015, the Architectural Committee will be meeting on the Thursday before the monthly Board meeting at 1:30 P.M. in the Manager's Office to review architectural applications. Applications are due to Action Property Management by the Monday prior to the Architectural Committee meeting in order to be considered. If the Monday lands on a holiday, then the application is due by the preceding Friday. A schedule of the remainder of the meetings and due dates for 2015 is below:

ARCHITECTURAL COMMITTEE MEETING

June 18, 2015

July 16, 2015

August 13, 2015

September 10, 2015

October 15, 2015

November 12, 2015

December 10, 2015

APPLICATIONS DUE BY

June 15, 2015

July 13, 2015

August 10, 2015

September 4, 2015

October 12, 2015

November 9, 2015

December 7, 2015

The Architectural Application is available to download on the Association's website at www.villabalboahoa.com in the "Documents" section. If you would like to have the application mailed or emailed to you, please contact Action Property Management at (949) 450-0202 or via email to communitycare@actionlife.com. Applications must be received by 5:00 P.M. at Action Property Management's office at 2603 Main St., Irvine, CA 92614 on the due date in order to be considered.

As a reminder, any project that involves the invasion of any floor, wall or ceiling or impact of any electrical, gas, plumbing, heating or cooling duct, line or equipment, requires the approval of the Architectural Committee. Failure to obtain Architectural Committee prior to beginning work will result in a "cease and desist" notice being sent, in addition to being invited to attend a hearing before the Board at which the homeowner may be assessed fines and other penalties. The Board may require that modifications be made to any unapproved alterations at the homeowner's expense.

Should you have any questions about the architectural approval process, please contact Action Property Management at (949) 450-0202.

Villa Balboa Community Association

Professionally Managed by Action Property Management, Inc.

2603 Main Street, Suite 500, Irvine, CA 92614

Phone: 949-450-0202 Fax: (949) 450-0303

www.actionlife.com